75

1945-49 **File No.** 7640/36-I

P.W. DEPARTMENT

B CLASS E BRANCH II

Subject:— Establishment

Experts

employed in the offices under the Local officers of the P.W.D.

Fixing the cadre and pay scales;

File No. 7640/36 - I -.

Std. Sectt. Slip 24-A

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. 7640/36 - I

P.W **DEPT.**

E **BRANCH.** (II)

References :—

Date	To whom sent.	Notes and instructions.

E.B.(II) 7840/36
5495

Public Works Department.

These papers deal with sanctioning a separate cadre for typists in the Divl.and Circle offices. At present inexperienced clerks are generally put on typing work. These typists after a few years' service are given other duties and are replaced again by new and inexperienced clerks. In order to improve the standard of typists, it was proposed to have a separate cadre for typists, vide Govt. letter No.7173/36-E(II), officers with reference to this Govt. letter are as under:-

(a) The S.E.D.I.C.:- He states that the Circle and Divnl. offices should have 3 posts of typists each. He proposes to reduce 11 posts in the grade of Rs.25-5/2-65 and 4 posts in the grade of Rs.70-5-95; the latter posts presumably in each of the Divnl. offices. They pay-scale suggested for the typists is Rs.50-4-90-E.B.-5-125.

(b) The S.E.,S.C.- He has proposed to convert 3 posts of clerks in the grade of Rs.25-5-/2-65 in each of Divnl. and Circle offices into those of typists in the grade of Rs.50-3-80-4-120. He has suggested that each typist should have a speed of not less than 50 words per minute.

(c) The P.H.E. to Govt.- He is not in favour of having a separate cadre for typists owing to the scope of the candidate getting much restricted. In case a separation of cadre is introduced, he suggests the following scales:-

	Scale of pay.
Head typist. ..	Rs.95-5-115
Senior typist. ..	Rs.70-5-95
Junior typist ..	Rs.40-3-70

The post of the Head typist, which is meant for Circle Office is to be an additional one and the others are to be converted from the lower clerical scales viz. Rs.25-5/2-65. The P.H.Engr.to Govt. is however, of the

.../...opinion

opinion that it will be better if some minimum qualification for speed in typing is prescribed and technical allowance as in the case of shorthand is sanctioned.

(d) The S.E., P-C.- He is in favour of having a separate cadre for typists. He states that 3 posts of typists should be created in each Divnl. and Circle offices in the grade of Rs.50-5/2-65-3-95-EB.-5-125 in place 2 posts of clerks in the grade of Rs. 70-5-95 and one in the grade of Rs.25-5/2-65. The S.E., P.C., prescribes a speed of not less than 45 words per minute for typists. He states that only those who attain a speed of more than 60words should be allowed to cross the efficiency bar at Rs.95. He also states that, when a sub-divn. has two or more clerks and a typewriter is provided, one of the Sub-divnl. clerks should be a typist. As the proposal under consideration is to have a separate cadre for typists in Divnl. and Circle offices only, the question of including the Sub-divnl. clerk in the typists' cadre may not perhaps be considered.

(e) The S.E., C.C.- He has also proposed to have 3 typists in each of Divnl. and Circle offices, except for the Poona Divn for which has proposed 4 typists.- He, however, wishes to reduce only 12 posts of clerks in the grade of Rs.25-5/2-65 against 19 posts of typists in the grade of Rs.40-3-85-E.B.-5-120, with an additional allowance of Rs.15 p.m. if the speed is more than 60 words per minute. He has also suggested that a clerk doing the duties of typist, during short vacancy of not less than 15 days, should be given Rs.10 p.m., provided his speed is not less than 35 words per minute. This does not seem desirable as the intention in having a separate cadre of typists is not to interchange typists and clerks. During a short vacancy one of the typists can attend to the work of the other typist who is on leave. I agree.

...../....(c)

(e) The El.Engr.To Govt.- requests that the typists should be given a better scale of pay when a separate cadre for them is created, for the typists will have no other prospects than those of reaching the maximum of the scale sanctioned, while the routine clerks are likely to be promoted to higher ~~xx~~ scales of pay. He proposes a pay scale of Rs.70-5-180 (Bombay-scale) The El.Engr. however does not state how many posts of typists, he wishes to create for his and El.Engr.. Electrical Divn's offices. Presumably the number of posts mentioned in para 3 of his letter (i.e. 1 for his office and 2 for Ex.Engr's office) sufficient.

(f) The S.E.,N.C.- has proposed 3 posts for each Divnl. and Circle offices in the grade of Rs.40-4-80-5/2 120. Presumably the S.E., N.C., wishes to convert the posts of clerks in the grade of Rs.25-5/2-65 in the above grade. With reference to paras 4 and 5 of the ~~xxx~~ letter, attention is invited to portion marked "A" above No further action on these paras seems therefore necessar With reference to para 6 of the letter, it may be stated that no allowance is being given in the case of P.W.D. Sectt. clerks when they go on tour with Secys. In view of this , no typing allowance may be given to such clerks when they go on tour with S.Es.

I agree

2. From the above, it will be observed that all the S.Es. are in favour of having a separate cadre for typists and have recommended 3 posts of clerks in each of the Divnl.and Circle offices to be converted into th those of typists (except in the case of Poona Divn).~~The~~ The S.E.S. are however not unanimous with regard to * what post of clerks should be converted into those of typis

I agree. Poona Dvn. should have 4 typists.

Id.

S.E.S.C., the S.E.C.C., and the S.E.,N.C., have stated that posts of clerks in the grade of Rs.25-5/2-65 shoul be converted into those of typists. The S.E.,P.C., has stated that 2 posts in the grade of Rs.70-5-95 and one post in the grade of Rs.25-5/2-65 should be proportionately reduced. The S.E., D.I.C., has suggested

-...../...that only..

that only one typist post in the grade of Rs.70-5-95 in each of Divnl.offices only should be reduced and the others in the grade of Rs.25-5/2-65. The scales of pay proposed for typists by the S.Es.are as under:-

The S.E., D.I.C.	...	Rs. 50-4-90-E.B.-5-125
The S.E.,G.C.	...	Rs. 50-3-80-4-120.
The S.E.,P.C.	...	Rs. 50-5/2-65-5-95-E.B.-5-125.
The S.E.,C.C.	...	Rs. 40-3-85-E.B.-5-120
The S.E.,M.C.	...	Rs. 40-4-80-5/2-120.

3. In the circumstances, it is for consideration whether 2 posts of clerks in the grade of Rs.25-5/2-65 and one post of a clerk in the grade of Rs.70-5-95 may be converted into those of typists in each of the Divnl. and Circle offices. It is also for consideration which of the scales mentioned above may be sanctioned. Some minimum speed say 45 words per minute may also be prescribed for appointment to the posts of typists. It does not seem desirable to give any other allowances besides the pay to typists as proposed by some of the officers. I agree

4. In the office of the P.H.Engr. to Govt., only 2 posts, both in the grade of Rs.25-5/2-65, may be converted into those of typists in the scale to be sanctioned. In the Divns. of the P.H.Circle, 2 posts and 1 post of clerks in the grade of Rs.25-5/2-65 and Rs.70-5-95, respectively, may be converted into those of typists.

5. The three posts of typists in the Elec.Circle will be given the pay, which will be sanctioned for typists, after converting the same into Bombay scale by including 4/5ths of c.l.a. One post of typist in the El.Division will also be eligible for a shorthand allowance of Rs.30 p.m. in addition to the pay.

6. The extra cost involved will be worked out when the scale for typists is settled and the papers will then be ref. u.s. to the F.d.

Id.

6/3/46.

..../...In this

In this Deptt., the scale sanctioned for typists is Rs.50-3-95-5-160, and the minimum speed prescribed for typists by the Public Service Commissioner is 40 words a minute. A minimum speed of 40 words seems quite sufficient for the typists in the Circle and Dnl. Offices.

2. As regards pay scale, it is suggested that a scale of Rs.50-3-80-4-120 may be sanctioned. It may here be pointed out that the scale sanctioned for typists in the office of the C.E., P.W.R. is Rs.50-5/2-70. If the suggestion made above is accepted, the scale for typists in the office of the C.E., P.W.R., will have to be revised.

I agree.

Id.
9/3/46.

Id.
9/3/46.

Please see margins. If the Secy (R & B) approves of the proposals the extra cost involved should be worked out before refering thepapers to the F. D.

2. The necessity of creating a separate cadre for typists has been accepted by all. The scale of pay proposed by the J.A.S. seems to me reasonable. It is likely to be argued that the moffusil scale should be lower than the Sectt. Scale. I would point out that we have not been able to get efficient typists for the P.W.D. Sectt. on this scale. I do not think that we will get typists with speed of 40 words per minute in the moffusil on a less attractive scale of pay. It must also be remembered that the typists have no other prospects.

3. I doubt whether there any necessity to maintain steno-typists in Circle or Dvl.Offices.. This point is for orders of the Secy.

Id./-

I agree with paras 1 &2 of Dep.Secy's noting
Re3 they should only be retained in Circle offices

Id/--
12/

P.T.O.

7640/36
5495

E.B. ( ) Public Works Deptt.

The existing number of Divns. are 29 (including 2 Divns. in P.H.Circle but excluding 1 Dn. in the El Circle) and Circle Offices 6 (including P.H.Circle office but excluding El.Engr 's office). 9 posts in the grade of Rs.25-5/2-65 and one post in the grade of Rs.70-5-95 are to be converted into those of typists in the scale of Rs.50-3-80-4-120 in each of the Dvl. & Circle Offices. The total number of posts of clerks thus to be converted are therefore 34 (i.e.35-1 in P.H.Engr's, office) and 71(i.e.70+1 for the Poona Divn). in the grades of Rs.70-5-95 and Rs.25-5/2-65, respectively. In addition to the above posts, another 4 posts of typists in the grade of Rs.50-3/2-70 in the C.E., P.W.Rs., office are also to be converted into the new scale proposed for typists. The immediate extra cost involved is, therefore, Rs.38,300 (approximate) per annum.

2. As the extra cost being negligible in the case of El.Circle, it has not been taken into consideration. According to the Post war Reconsturction Programme, 5 S.Es.and 32 Divnl.charges will be required to carry out the work. The number of Circle and Divnl.offices to be opened in future are 4 and 25 respectively. The extra cost to be involved due to having a separate cadre for typists in these offices will be Rs. 31,000 (approximate) per annum.

3. Compensatory local allowances on Rs.50 and Rs.120- the minimum and the maximum scale proposed for typists - are Rs.15 and Rs.25 respectively. By including 4/5ths of the c.l.as., the minimum and the maximum pay to be given to typist in the El.Circle comes out to be Rs.72 p.m. and Rs.140 p.m. A Bombay pay scale of Rs.70-3-100-4-140 may, therefore, if approved, be given to typists in the offices of the Ex.Engr. and Ex.Engr., El. Divn. Incidentally it may be stated that the number of years to reach the maximum in both the scales viz.

.../..Rs.

viz. Rs.30-3-80-4-120 and Rs.70-3-100-4-140 are the same i.e.20 years. The new scale proposed compares favourably with the present scale of Rs.50-3/2-90-3-140 (New) for typists in the El.Circle.

4. Reference "A" of the Secy's (H.& B.) note.-The Secy's intention does not appear that posts of steno-typists in Circel offices should be created. Presumably, the Secy. means that if there are any posts of steno-typists in Circle Offices, they should be retained. As there are no posts of steno-typists in Circle offices, no action is necessary on Secy's remarks.

Id.
22/3/46.

Id.
22/3/46.

Id.

u.o. to F.D. dated 26-3-46.

CKK.

~~Finance Dept~~

Finance Department 'B'

The proposal under consideration in these papers is to create a separate cadre for typists in the Divisional and Circle Offices. This proposal involves,

(i) Conversion of,

71 Posts of clerks in the scale of Rs.25-5/2-65,

34 Posts of clerks in the scale of Rs.70-5-95, and

4 Posts of typists in the scale of Rs.55-5/2-70

into those of typists in the scales proposed by the P.W.D.; and

(ii) Creation of a separate cadre of typists in the circle and Divisional offices to be opened in future for post War Reconstruction Programme.

The scales suggested by the P.W.D. are,

Rs.30-3-80-4-120 for the Moffussil and,

Rs. 70-3-100-4-140 for the City.

2. The question will have to be considered from the following two points of view:

(i) Whether, there are any special circumstances necessitating this proposal which involves a cost of about Rs.69,500/- p.a. and,

(ii) Whether the proposal is likely to have any repercussions.

3. As regards (i) above, please see G.L., PWD No.7173/36-E(II), dated 6.8.1945. It will be seen that, the proposal in question has originated as a result of the above mentioned orders and not as a result of requests from Circle or Divisional offices. All the officers concerned, except the Public Health Engineer to Government, are in favour of the proposal. It does not however seem, that, they are in the least handicapped by not having a separate cadre of typists for their offices. No particular reasons in support of the proposal seem to have been advanced. It has been simply stated, that t[illegible]

.../...general

general standard of the typists is poor and that a separate cadre of typists with a separate payscale has been proposed in order to improve the standard of typists. The argument advanced is, that, these typists after a few years' service are given other duties and are replaced by new and inexperienced clerks, thus deteriorating the general standard of typists. It is not clear, what improvement is expected in the standard of typists, for it does not seem, that a typist must necessarily be an experienced hand, as, a typist, as generally understood by the term, is one, who has already received the training for the work he had to perform. It may also be stated that the proposal is not advisable even from the administrative point of view. As pointed out by the Public Health Engineer to Government, if a special cadre is propo the scope of the candidates gets much restricted and while a separate cadre may exist in large offices, it may not work well in divisional or circle offices, where the strength of the office is specific and to the minimum. As explained above, there is no justification for accepting this proposal which involves a great deal of expenditure. B.

As regards (ii) above, office is not aware of any such separate cadres of typists being in existance in other Departments. It is necessary, that, very special circumstances must be established. Otherwise, it will result result in creating a very embarassing precedent, and it will give rise to complaints of invidious treatment between Departments. This must be avoided at all costs. It may also be stated, that the present is hardly appropriate time to consider such a sweeping proposal which by its very nature, must be applied to all Departs of Government. The proper time to take up this is, if and when general reorganisation of payscales is under-taken by Governme and for the present in view of the unsettled conditions , Go have decided to postpone a general revision of pay scales.

.../...(In the)

In the circumstances the proposal made by the P.W.D may not be agreed to.

Id.

6/4/46.

Id.
6/4/46.

6/4/46.

D.O.r. to F.D. dated 5.4.46.

F.D. (II). P.F.Depcutz

For the reasons given, the F.D. is not agreeable to the creation of a separate cadre for typists. It is for orders whether the advice of the F.D. may be accepted.

Id.

/4/46.

I regret I am unable to follow the arguments advanced in paragraph 3 of the F.D. note. The proposal to form a separate cadre for typists was made with a view to increase efficiency of the Divisional and Circle offices. This was considered a sufficient justification for making the proposal. It is not at all clear why the F.D. should suggest that proposals of this type should originate as a result of complaints or requests from Circle and Divisional offices and not from the Secretariat. Finance Department is in short advocating a policy of stagnation and I doubt whether this can be the intention of Government. The F.D. note goes on to say that it does not seem that a typist must necessarily be an experienced hand.

...4...This

This unfortunately is the state of affairs at present which the P.W.D. proposal is seeking to remedy. At present an inexperienced ~~xx~~ typist is engaged in the Department because no experienced typist would come on the existing pays. This typist by the time he gets some experience gains in seniority and is transferred to clerical duties. Thus most of the typists are inefficient. In my own experience of the last 15 years I have seldom seen any typist in my own office who could type at a speed of more than 40 words per minute. ~~If~~ I fail to understand why this proposal is not considered advisable by the F.D. from the administrative point of view. In all large business firms typists form a separate cadre and there is no reason whatever why Government should not follow this practice in their own Departments. The proposal has been made purely for the sake of increasing ~~in~~efficiency , the present standard being by no means such as the Department can be proud of. If we want greater efficiency we must be prepared to pay for it. I therefore submit that the proposal to form a separate cadre for typists be accepted by Government and F.D. be requested to examine the proposals for the pay scales for this cadre. I think H.M.P.W.D. may see as a question of policy is involved.

I agree entirely with Deputy Se ld. 27/4/1946.

Id.
29/4/46.

Secy (R.& B.)

u. to F.D. dated 30-4-46.

CKK.

Finance Department:B'

Submitted with reference to this Deptt. noted dated 8.4.46.

2. The P.W.D. insists upon, its proposal to create a separate cadre for typists in the Divl. and Circle Offices. Before proceeding to analyse the further arguments advanced by the P.W.D. in this matter, it seems necessary in views of Dy.Secy.P.W.D.'s note, dated 27.4.46 to clarify certain points raised in the previous F.D.Note.

The P.W.D. is not clear as to why F.D. should suggest that proposals of this type should originate as a result of complaints or requests from Circle and Divisional offices. It will be seen from portion 'A' of the F.D. note, dated 8-5-46, that F.D. has made no such suggestion but has merely made a statement of fact a fact which is significant as showing that the officers on the spot do not seem to have experienced any serious difficulty in this matter.

The P.W.D. also fails to understand why this proposal is not considered by the F.D. as advisable from the admve. point of view. It may be stated in this connection, that it usually happens in small cadres, that because of lack of prospects of promotion to higher posts, recruitment is adversely affected, and only mediocre talent is attracted,(unless of course the scales of pay are considerably raised). Thus the very purpose with which the reform is undertaken gets defeated in the long run. This is what F.D. intended to convey by the remark that the proposal was not advisable from the admve. point of view.

3. Coming next to the main proposal, it will be seen from the Dy.Secy.P.W.D.'s note, that the proposal is more of the nature of a desirable reform, rather than an imperative necessity. As stated previously,

../..this is

this is hardly the time to introduce such desirable reforms. The proposal by its very nature is one that cannot be confined to any single Deptt. Sanction~~ing~~ by Govt. of such arrangements for one Deptt. will mean introduction of similar arrangements in almost all offices in all Deptts. of Govt. The extra cost of Rs.69,500/- p.a. calculated on these papers in respect of Circle and Divisional offices under the P.W.D. is therefore, by no means a complete picture of the financial implications of the proposals. The ultimate financial liability involved in the acceptance of the proposals will thus be very heavy as the proposals are fraught with widespread repercussions in other Govt. offices. Typists are not peculiar to offices under the P.W.D. only and any reform in this matter cannot, therefore, be justifiably confined to those offices only. It will of necessity have to be extended to other offices also. } A

As stated above, it is difficult to constitute a separate cadre for typists in Govt. offices without raising the payscales in order to compensate for the loss of prospects of promotion to higher posts. Thus it is clear, that any proposal of this type should be taken up along with a general reorganisation of pay-scales. F.D. may, therefore, adhere to the view expressed in its previous note viz. that the consideration of this question should be postponed and taken up along with a general revision of payscales. if and when such a revision is undertaken. In the meanwhile, P.W.D. may carry on, like all other offices and Deptts. with the present arrangements even though they may not be quite the best. The argument that "if we want greater efficiency, we must be prepared to pay for it," is a general argument which can be advanced by all Deptts. of Govt. with equal force.

../...4.

4. Subjection to orders on the preceding paras, the following remarks are offered. With regard to the scales of pay proposed viz:-

Rs. 30-3-80-4-120 (mofussil).

Rs. 70-3-100-4-140 (Bombay City).

it may be stated, that the formation of a separate cadre would justify an increase in the maximum of the payscale but not in the minimum. At present typists are initially recruited on the following scales of pay in the Circle and Divisional offices in the P.W.D.

Rs.25-3/2-65 (Mofussil).

Rs.50-5/2-90 (Bombay City).

These are the lowest grade clerical scales. The other clerical grades to which the typists along with other clerks can normally expect promotion are:

Rs. 70-5-95 (Mofussil).

Rs. 95-5-140 (Bombay City).

Thus, if the typists are to be deprived of promotion to the higher clerical grade by the formation of a closed cadre, the most reasonable solution would be to sanction a running scale instead of split grades as at present. The scales may, therefore, be as follows

Rs. 25-5/2-65-5-95 (Mofussil).

Rs. 50-5/2-90-5-140 (Bombay City).

F.D. may suggest accordingly. To raise the minimum as well as the maximum as is proposed by the P.W.D. is clearly on the liberal side for which there does not appear to be sufficient justification on these papers.

With regard to the C.E., P.W.R.'s office, the sanctioned grades are as follows:-

Supdts.	265-15-355.
Supdts.	170-10-250.
Sr.Asstts.	135-5-180.
Sr.Clerks.	95-5-115.
Jr.Clerks.	70-5-95.

.../..Clerks.

Clerks.& Typists 50-5/2-70

The typists are evidently recruited along with the clerks in the lowest grade of Rs.50-5/2-70- At the most, they may aspire for promotion up to the grade of Sr. clerks on Rs.95-5-115. In this connection, however, it must be pointed out, that the C.E.P.W.R.'Soffice has been organised on special lines similar to the Sectt. rather than on the model of Circle and Divl. offices. If the P.W.D. wants that this office should be treated on par with the divisional and Circle offices, then the mofussil scale suggestedabove for those offices may be adopted for this office also. If not, it would seem desirable to leave it untouched for the present. In any case, the higher minimum of Rs.50 p.m. and the higher maximum of Rs. 115 p.m. in this solitary office cannot be allowed to be made the basis for pitching the mofussil scale at Rs.50-120 for the Circle and Divl. offices, which form the large majority of offices. The argument should in fact be the other way round.

It now remains to meet a probable objection to the suggestions made above. It may be argued that suitably qualified candidates will not be attracted by the scales suggested above. The answer to this is that (1) so far typists have been and are being recruited in those grades; and (2) in view of Govt.'s decision not to undertake a revision of payscales at present; any remedy that can be reaonably accepted must of necessity fall within the frame work of the existing grades. To go beyond them on grounds such as these, which are common, to all Deptts., would clearly amount to circumventing Govt.'s decision. In fact, it seems that, to advance such an argument is to admit that this case cannot be separated from the general case.

5. The recurring cost of the P.W.D . proposal is estimated at Rs.69,500 p.a. If the P.W.D. proposal is to be agreed to, that Deptt. may be advised to put it up as a new item for the next year's budget or for the revised budget

..../..for

for the year, 1946-47.

Id. S.K.
22/5/46.

Id.
23/5/46.

Through P.W.R. and G.Brs. Id.
23/5/46.

A.

The P.W.D. proposal may be desirable in some respects, but with the inevitable extensions involved is going to cost a very large amount of money. F.D. is not satisfied that such large expenditure is justified in present circumstances.

Id.
27/5/

U.O.R. to P.W.D. dated 28.5.46

Rely.

Pl. return u. to P.W.D.

Id. 28/5/46.

R.B.(II). P.W.Deptt.

Submitted with reference to this Deptt. u.o.r. dated 20.4.46.

2. The F.D. is not agreeable to have a separate cadre for typists due to ultimate financial liability involved being very heavy. The case is accordingly submitted for orders. It may also be submitted to H.M. (P.W.D.) as desired by the Dy. Secy.

Id.
5/6/46.

The F.D. has agreed that proposal is desirable but objects on the score that the "heavy expenditure is not justified in the present circumstances."

2. I have nothing to add to my note at p.27-28, but I would make the following observations in reply to the F.D. note at p.29-33.

3. Sub-para 3 of para 2 of the F.D. note.

The pay-scales proposed by the P.W.D. are such as to att-ract reasonably good typists. According to the present system on the other hand the Deptt. cannot take advantage of the services of a good typistsbecause he is transferred to clerical duties before very long.

4. Para3 of the F.D. Note.

On account of the large size of the P.W.D. any proposal of an increase in the pay scales inevitably shows a large increase in the total expenditure. As I have stressed before that the proposal has been made entirely with a view to improve the efficiency of the Deptt. and the pay scales proposed are such which, without being generous, will attract reasonably good men. F.D. has not given any indication when the question of the general reorganisation of the pay scales is going to be taken up.

.../....5.

5. Para 4 of the F.D.Note.

If typists who can type at a speed of 40 words per minute can be had on the payscale suggested by the F.D. there will be of course no point in fixing a higher scale. But I am afraid this expectation is not likely to be realised at all. Definite inquiries may be made to this effect before fixing the pay scales.

6. The points for H.M.P.W.D.'s consideration are -

(a) Should the proposal of forming a separate cadre of typists in the interests of improving efficiency be accepted in principle?

(b) If so, should the proposal be given effect from the next financial year (47-48) or should it be taken up with the general question of the reogani sation of pay-scales (which may take a few years since prices may not come down to anything like normal ~~sum~~).

Id.
22/4/46.

Secy. (R.&H)

HR PWD.

Regarding paras 6 of Dep.Secy's noting a separate cadre would undoubtedly make for greater efficiency in typing but if typists are to be formed into a water tight compartment, they will have a limited prospect of subsequent advancement. They will not have the hope of rising as high as prices they can at present. Weighing everything however I am in favours of the proposal, but considers that it may have to be left till the general question of reorganisation is taken up.

Id.

25/6/46. H.M.P.W.D.

as at A

Id.
26/6/46.
E.E.II The draft put

Id.
27/6/46.

I.O.28/4/46.

E.B. (II) P.W.D.

The draft put up may issue, if approved.

Id.

2/7/46 Id.

6/7/46.

LETTER. 7640/36/20610.

No.7640/36-E (II) P.W.Deptt.

B.C. 9th July, 1946.

To

The S Es. of Circles.

The El.Engr. to Govt.

The Public Health Engr. to Govt.

Subject:- Cadre of typists.

Reference:- G.L.No.7173/36-E (II), dated the 6th Aug. 1945, and your replies thereto.

2. The proposal of having a separate cadre for typists in the Divisional and Circle Offices has been dropped for the present.

D.A.- Nil.

By order etc.

-Copy -

Copy forwarded to the C.E., P.W.R., for information.

Id.

2/7/46. Id.

6/7/46.

CKK.

7640/36/21907.

E.B.(II). P.W.D.

Submitted.

2. A proposal to have a separate cadre for typists for the Circle and Divisional offices in the P.W.D. with a separate payscale of Rs.30-3-80-4-120 was considered fully in this Deptt. The matter was, however dropped after consultation with the F.D. Vide G.L. No.7640/36-E(II), dated the 9-8-46 and the notes underlying it.

3. The S.E.,D.I.C., for reasons stated in his letter overleaf, proposes to have separate posts of typists with the pay-scale of Rs.30-5-95. It is not desirable to have two different scales of pay for the same categories of posts in two Deptts. as explained overpage. The papers may be refd. u.o. to the F.D. for consideration if approved.

Id.

14.6.47.

As an Xen year I have always felt that using clerks as typists and judging their merits as clerks is wrong. Besides, these typist-clerks aspire to higher jobs in the clerical cadre, do not like the grueling job as a typist, are never efficient nor improve as one and make use of the first opportunity to go up as clerks. The typing work in the P.W.D. local offices thus suffers badly.

My effort from the districts to get a seperate cadre for typists failed and it was after my discussion with Mr. Pandit and his agreement that this proposal was initiated. I, therefore, feel very strongly on and in favour of the proposal.

.../...2.

2. The strongest argument by which this proposal was turned down by the F.D. was that seperate cadres did not exist in other Deptts. and an innovation in the P.W.D. will cause repercussions. (I, personally, do not think this enough to reject an innovation if it promises a very heavy increase in efficiency).

Now, however, Government have sanctioned a special cadre for typists in Divisional offices under the M.I. Deptt. - 'A' at P: 3 of the File No.8662/36.

A precedent having, thus, been set, I suggest a reopening of the case and if approved, approaching F.D. again for reconsideration and approval of the proposal. The scales of pay will be examined in comparison with those sanctioned in the M.I.Deptt. before the papers are referred to F.D.

Id.
16/6/47.

Yes. The case may be re-opened but it will ave to be carefully put up.

Id.
16/6/47.

CKK.

E.R.(II) P.W.D.

resubmitted.

2. Typists are generally appointed in the lowest clerical grade of Rs.25-5/2-65. In due course these men aspire for higher clerical grades and have to be posted to other duties, replacing them by new and inexperienced typists. The result is that the typing sections are manned by new and inexperienced persons, thus causing inefficiency & consequent inconvenience. The position has became further acute during recent years, as typists of proper standard are now difficult to get due to greater demand elsewhere. It was for these reasons that this Deptt. had proposed that a separate cadre of typists in the scale of Rs.50-3-80-4-120 should be formed. This was to be done by conversion of a corresponding number of posts in the clerical cadre. The additional expdre. involved is about Rs.38,500/- per year with the present strength of this Deptt.

3. The merits of the proposal have been fully explained in the D.Secy's (Mr. Pandit's notes d. the 10-3-46 & 27-4-46. The F.D., however, while admitting that the proposal was desirable in some respects, was not prepared to accept it in view of the large expdre. involved in its inevitable extension to other Deptts. The proposal was therefore kept pending until the general question of revision of pay scales was taken up.

4. Govt. having now sanctioned a separate scale of Rs.70-5-95 for typists in the Minor Irrign.Deptt. (Vide G.RR.C.D.No.1314, d.3-5-47) the F.D.'s argument that the proposal will have repercussions on other Deptts. no longer holds good. Apart from setting a precedent, the sanctioning of the above scale for the M.I.Deptt.

../..has

has become a source of dissatisfaction to the typists working in the P.W.D. offices Vide S.E.,D.I.C's letter d. the 20.5.47.

5. The scale of Rs.50-3-80-4-120 recommended by the Deptt. cannot be said to be on the liberal side in the present conditions. No separate scale for typists as such has been specifically recommended in the Pay Commission's Report. It will be seen that the above proposed scale is very moderate as compared to that sanctioned for the M.I.Deptt. which gives a start of Rs.70/- though the maximum is only Rs.95/-- This Deptt. may, therefore, press for the scale of Rs.50-3--80-4-120 for all P.W.D. offices with Comp.Local Allce. (which will vary from Rs.15 to Rs.25 p.m.) in the case of offices situated in Bombay.

6. It would not be advisable to defer this proposal until a decision regarding the general revision of pay scales. The S.E., D.I.C. has already explained the discontent prevailing among his typists. A similar complaint regarding the dissatisfaction among typists and steno-typists has also been made by the El.Commr. Vide linked file No.8718/36. The F.D. may, therefore, be requested to reconsider the proposal. The case of typists must be distinguished from other similar cases, since typing involved specialised work which is very much in demand elsewhere. If the typists are compelled to leave the Deptt. for better prospects, it will be difficult to replace them & this will be a serious handicap to the P.W.D. offices, all of which are at present working under severe pressure due to the various reconstruction schemes.

Id.
22/7/47.

CKK.

These papers deal with our proposal for creating a separate cadre for typists. I consider this essential, as a typist's work is more gruelling, specialised and important in many ways. To employ him as a clerk and judge him as such and to think that we can carry on with any kind of man in the job is to ignore the needs of the time and the increased tempo of work.

F.D. has considered the proposal as "desirable in some respects" - p.33 - I consider it as essential. The fact that this class of establishment has been specifically named and given a higher grade in the Minor Irrign. Deptt. (in the offices similar to ours) indicates that F.D. has, to a large extent, accepted the principle; ~~therefore~~ I merely request reconsideration of our proposal or in other words extension of the principle to our department.

2. We had worked out the annual cost at Rs.38,500/- para. 1 at p.22-but the F.D. put it at Rs.69,500/- para.2(i) at p.25. The latter, presumably took into account the probably new offices, mentioned in para.2 at p.22. This is not likely to happen as far as can be seen at present because, we have amalgamated the project organisation with the running P.W.D. and the latter will handle the post war programme also. While thus, the cost will not increase, the increased work in our offices, with consequent added typing of estimates and statements etc., accentuates the necessity and urgency of efficient typists in proper grades.

3. Our earlier proposal - para.1 at p.22 - was to convert two posts in the grade of 25-65 and one in 70-95 to the typists cadre 50-80-120 in each division and circle. My intention is that nobody should be put on the typists' cadre unless he can type 40 words per minute preferably by the touch method.

../...If

If this is followed, we may try to reduce our demand.

I, therefore, suggest that one post in each of the two grades be converted into the typist's grade, the third post may remain on 25-60 and be designated as typist-clerk, who should be given Rs.10/- p.m. typing allowance if his speed is 25 words per minute or over. This clerk will be useful as camp clerk and also as a standby and leave reserve to the typists' cadre.

The effect of this may be watched and in cases of real necessity (like heavy divisions), the third post could be converted into the typists' cadre later and after consideration each case on merits.

This proposal will also reduce our total annual cost to below Rs.38,500/- and should commend itself.

4. The scales for Bombay City will be Rs.20/- higher as previously proposed.

5. Whether any revision of the grade is necessary will be considered on receipt of F.D. proposals on the Pay Commission's report.

Id.

28/7/47.

I agree with the Dy.Secy's note.

Id.

29/7/47.

u.o. to F.D.

Urgent. dated 31-7-47.

CKK.

Finance Department (B).

Submitted with reference to office notes dated 5-4-1946 and that of 22-5-1946 especially F.A.'s (Mr. Santos) note below the latter.

2. It was made amply clear in these office notes that the scope of the P.W.D. proposals about sanctioning a revised scale for typists and establishment of a separate cadre for them is not limited to the P.W.D. offices alone, but is likely to have wide repercussions involving huge costs to Govt The desirability and the undesirability of such a cadre was also considered at length therein. Finally, the proposals were shelved for the time being, in view of the F.A.'s (Santos) note.

3. The question has now been reopened by the P.W.D. as a result of a letter from the S.E.(D.I.C.) dated 20th May 1947 on p.39 ante which contends that since Govt. has already accepted in principle the creation of a separate cadre for typists by sanctioning a grade of Rs.70-5-95 for typists as a separate cadre for the offices connected with minor irrigation works - vide R.C.D. G.R. No.1314 dated 3-5-1947 as amended by corrigendum dated 10-5-1947 the question of creating a separate cadre for typists in the P.W.D. MAY as well be considered. Dy.Secy.(P.W.D.) has stated that F.D. had considered the proposals desirable in some respects and since F.D. has already accepted them in principle has urged that the same principle be extended to the P.W.D.

4. The scales sanctioned for typists in the offices connected with the minor irrigation schemes are scales sanctioned in connection with Post-war schemes and as such they are likely to be expensive. Those scales are special scales and they should not be quoted as preceden

../..especially,

especially for proposals of such a sweeping nature. The proposals involve as was pointed out in the office notes referred to above, major structural changes and as such it would not be desirable to scrutinise them hurriedly and commit Govt. one way or the other. This is one of the questions that may be taken up by the Administrative Enquiry Committee, which as an expert body will scrutinise the pros and cons of any such question. Dy.Secy. Mr. Santos' comment, "that the proposals are desirable in some respects" should not be considered to mean, that F.D. is inclined to agree to the proposals. The Comments should only be interpreted to mean that the proposals are good enough to be considered.

F.D. may, therefore, advise that the question should be dropped for the moment and that the recommendations, of Administrative Enquiry Committee which are likely to cover these proposals, should be awaited.

If difficulty has arisen, in respect of recruiting typists, to certain posts simply because of the prevailing low scales, it would soon be removed when the orders on the general revision, which are to issue shortly, are out. Where therecruitment has become very urgent and cannot be postponed for some time, the difficulty can be solved by granting suitable higher starting pays.

These papers may be returned to the P.W.D. with the above remarks.

Id.
10.9.47.

The question may be considered after the revised pay scales are known so that its financial implications can be correctly understood.

Id.
11/9/

u.o.r. to P.W. dated 12.9.47.

EKK.

7649/36
39043

P. W. D.

E.B.(II).

Submitted with reference to the notes at pp. 40-46 ante.

2. In view of the foregoing F.D. note, these papers may be kept in await until the revised pay-scales are announced.

Id.
15/9/47.

Yes, though I am hardly convinced.

2. Typists are a daily and un-gent necessity and I would have liked a decision urgently ; however!

Id. 16/9/

CKK.

L E T T E R.

P.W.D.,

No.7640/36.E(II). B.C., 20th Sept.1947.

To

The S.E., D.I.C.

Subject : Revised payscales for typists.

Reference: Correspondence resting with G.L.No.7640/36-E(II), dated the 14.8.1947.

--

2. Government has decided that the question of revision of payscales for typists should be considered after the orders on the general revision of payscales, are known.

By order etc.

D.A.-Nil.

Id.

18/9/47.

Id.

17/9

CKK.

35

7640/36
10286.

E.B.(II). F.W.D.

Submitted with reference to the F.D. Dy.Secy's note, dated the 11-9-47.

2.Revised scales of pay for non-gazetted staff have since been sanctioned by Government. But no separate scale of pay has been laid down for typists, although in para 5 of this Deptt. Confl.letter No.6919/36-E(II), dated the 13-10-47, to the F.D. the necessity for laying down a separate basic scale for this class of estabt. in all Depts. of Govt. was stressed. The F.D. may be requested u.o. to ~~the~~ take up this question now, in case this has not already been done.

Id.
20/3/48.

Id.
20/3/48.

u.o. F.D. dated 24.3. 48.

CKK.

Finance Department/B.Br.

Submitted with reference to office note dated 11.9.47.

As advised in the above referred office note, the P.W.D. has referred the papers again to this Department. The question that is being dealt with in these papers is regarding the establishment of a separat separate cadre for typists in the P.W.D. offices. The main points that require considerations in this connection are :

1) Whether or not there should be a separate cadre for typists.

ii) what should be the scale of pay for this special cadre if the establishment of the same is considered necessary.

Regarding i)t-

From the proceedings in these papers it will be seen that a separate cadre for typists is deemed necessary by the P.W.D. so that Deptt. considers that in the long run would add to the efficiency of the typists At has been stated is primarily due to the typists -constant- promotions from amongst typists to various clerical grades and this is expected to increase the efficiency of the typists.

with a result that the typist section gets flooded with raw hands. By the establishment of a separate cadre the typist would be barred from being promoted to various clerical grades.

In this connection it may be pertinent to point out that the promotions from amongst typists to various clerical grades were mainly due to huge establishments that were sanctioned by Govt. in P.W.D. and other Deptts. to cope with the increasing work in connection with the various post-war schemes. Such reorganisations may not be necessary hereafter so often and/or on so large a scale

../...as they

as they were needed in the past work may be expected to settle down, thus removing the need for any wholesale reorganisations; as also the difficulties experienced by the P.W.D.

Besides as already pointed out the proposal is not quite suitable from an administrative point of view. If a special cadre is sanctioned the scope (for promotion) of the candidates gets restricted and while a separate cadre may exist in large offices it may not work well in divisional or circle offices; where the strength of the office is specific and to the minimum.

There is also the aspect of repercussions, as any departure from the prevailing well established practice is almost sure to lead to wide repercussions. No such proposals have come up for consideration from any other department so far, which incidentally is an indication that the 'joint cadres' are working satisfactorily.

On the contrary the question of the amalgamation of the separate cadres for typists and clerks existing at present in Secretariat departments was considered by the Administrative Enquiry Committee some time back. The Committee after having carefully considered the question has expressed itself in favour of a joint cadre. The committee has stated in this connection that the system of ' Joint Cadre' has worked all along quite satisfactorily in A.G.'s office and that therefore there is no reason to believe why it should not succeed in Sectt. Deptts. Thus the trend of expert opinion in the matter is in favour of joint cadres for typists.

In view of these considerations it does not appear that there is any strong case either on merits or on grounds of expediency to establish a separate cadre for typists.

.../...An incentive

An incentive to the increased efficiency of the typists may perhaps be provided by the grant of some typing allowance on the lines recommended by the A.R.(for persons in the proposed joint cadre for Secretari typists and L.D. clerks who would perform typing duties. This allowance may be Rs.10/- as proposed in the case of Secretariat Departments and may be given only to those having a speed of 40 words per minute or some such speed limit. But here again the question does not confine itself to P.W.D. only, but would have to be extended to other Departments as well and from this point of view before any such allowance is sanctioned, it would be necessary to have some idea of the extra cost.

Regarding 2) :-

If the suggestions made above are approved, the proposal at (2) would not arise at all.

Id.

Through x Dr. 5/5/48.

U.S.(S). Id.
10/5/48.

Since the previous notes were recorded on this file, revised scales of pay have been introduced. The P.W.D. may first state the extra cost on account of its proposal on the basis of revised scale. That Deptt. may also suggest a suitable revised scale for typists.

Id.

18/5/

u.o.r. to P.W.D dated 18.5.48.

CKK.

E.B.(II). P. W. D.

These papers deal with fixing a separate scale for typists. The late Dy.Secy's note at pp.43-46 summarises our recommendations.

2. It was proposed that:-

(i) One post of a clerk in the scale of Rs.22-6-140 (Old Rs.20-3-95);

& (ii) One post of clerk in the scale of Rs.46-3-85-EB-4-105 (Old Rs.25-5/2-55-E.B.5/2-65

may be converted into that of typists;

and

(iii) One post in the Scale of Rs.46-3-85-4-105 (Old Rs.25-5/2-65) Should be allowed typing allowance of Rs.10 p.m.; if his speed is at least 25 words per minute.

The F.D. has not yet came to a ginal decision on the proposals of this Deptt. to form a separate typists' cadre; but has asked this Deptt. to work out revised extra cost of the proposals on the ~~xx~~ basis of the revised scales since ~~xxxxxx~~ sanctioned by Government.

3. The previous extra cost was Rs.38,500- worked out as explained in the note at p.22. Since then several changes have occurred. This Deptt. has formed 7 Circles of Superintendants It is therefore, necessary to consult the local officers as reg. the extra cost.

4. Another important point is the scale for the proposed typists' cadre which may be assumed for the calculation of extra cost. When the old scales were current a scale of Rs.50-3880-4-120 was proposed. In view of the revised scales recently sanctioned it will be necessary. to revise our previous proposals It is for consideration whether a scale of Rs.60-4-100-EB-6-160-5-180 may be provisionally adopted.

Yes
Id.
9/6/

.../..4.

4. The draft put up may issue, if approved.

5. As in the Circle Divl.Office, a typist is also working in a Sub-Divl. Office in some cases. It is for consideration whether a Sub-Divl. Office may also have a typist scale separate from that of a clerk. In that case necy. addn. will be made to the draft.

Id.

8/6/48.

Genrally typing work in the Sub dn. is not very heavy so consider typists only in the Circle and Dvl. Offices.

Id.

9/6/48.

CKK.

Very Urgent. 7640/3 26581

No.7640/36-E (II)- Liver. P.W.D.
B.C., 9th June 1948.

To

The S.Es of Circles.
The EC. Commr.with the G.Of B.
The EC. Engr.to Govt.
The P.H.E.to Govt.
The Dir., D.D. Chawla.

Subt Revised pay scales for typists.

Govt. has under consideration the formation of a separate cadre for typists & fixing a scale of Rs.60-4-100-EB-6-160-5-180 for the same.

2. It is proposed that these posts in each Circle & Divl. office in the following grades should be converted into typists' posts as shown below: -

Existing posts.		Proposed posts.
(1) One in the revised scale of Rs.92-8-140		Two posts in the scale of Rs.60-4-100-EB-6--160-5-180.
(2) One in the revised scale of Rs.46-3-85-EB-4-105		
(3) One in the revised scale of Rs.46-3-85-EB-4-105.		One ~~xxx~~ in the revised scale of Rs.46-3-85-EB-4-105 plus typing allowance of Rs.10 p.

The above three posts will be out of the existing clerical cadre of the Divl/Circle Office.

3. (i) The minimum speed in typing in respect of the first two posts will be forty words per minute and the minimum speed in respect of the third post will be twenty-five words per minute.

(ii) The posts in a particular circle will be transferrable between the Circle and Divl.offices and vice versa.

(iii) As the typists' cadre will be a separate one from that of the clerks a typist cannot be transferred to a clerical post.

../...4.

4. You are requested to offer remarks on the scale proposed for the typists' cadre and on the proposals made in para 3 above. You are also requested to work out separately extra cost involved on the basis of the scale proposed in the para 1 above and on the basis of any other scale which you consider suitable for a typists'x cadre.

D.A.- Nil.

Id.
8/6/48.

By order ~~xtx~~ of the Govt.B'Bay.

Id.

9/6/48.

CKK.

7640/36/44646.

E.B.(II). P. W. D.

Submitted together with 8 Nos. 41619, 43360, 43658 and 44642.

2. Please see the G.L. at pp.65-66 ante. Replies from all the local officers, except the S.E.,C.C., have been received. If necy., the S.E., C.C., will be expedited after a fortnight.

3. Going through the reports received from the local officers, it will be noticed that the S.E.,NC., and the S.E., D.I.C., have not stated the extra cost involved if the proposal to have a separate cadre for typists materialises. VIDE para. 4 of the G.L.
The draft put up may issue, if approved.

Id.
17-8-48.

Id. 18-8-48.

CKK.

L E T T E R.

P.W.D.,

7640/36-E(II). B.C., 18th Aug.1948.

To

The S.E., N.C.

The S.E., L.I.C.

Subject:- Revised pay-scales for typists.

oo:O:oo

Reference: Your letter No.2099 dated the 23rd June 1948.

Your letter No.7923, dated the 13th August 1948

2. Please report as directed by in para. 4 of G.L. No.7640/36-E (II), dated the 9th June 1948, the extra cost involved, if the proposal to have a separate cadre for typists is approved by Government.

Id.
17/8/48.

Id.
18/8/48.

D.A.- Nil.

By order etc.

OKK.

7640/36
61012

R.B.(II).

P.W.D.

This case deals with the formation of a separate cadre for typists on Circle basis. Perusal is requested to G.L.No.7640/36-B(II), dated the 9-6-42 and the notes underlying it. There is an urgent necessity for improving typing work in the Circle and Dnl. Offices. The views of the local officers on each of the points mentioned in the G.L.reld. to above are summarised in the following paras. Please see also statement at pp.131-135 ante.

2. Pay scale for typists.

(i) A pay scale of Rs. 60-4-100-E.B.-6-160-5-180 (Unfunded) was proposed for two out of the three posts in each Circle and Dnl. Office and in respect of the third post a pay scale of Rs.46-3-85-E.B.-4-105 plus typing allowance of Rs.10/- p.m. was proposed. There is a general agreement of local officers in respect of the above proposal; the only disagreements being in the case of the S.E., N.C. (now S.E., N.C.C.) and the S.E., D.I.C., the Dir., D.E.Chawla and the El.Engr. to Govt.

(ii) The S.E., N.C., while agreeing that typists is a specialised job and needs spl. starting pay considers that few would hope to retire as typists and that continuous typing would effect the health and sight of a person after 40 or 45 years of age. The S.E. proposes typing allces. of Rs.20/- p.m. and Rs.10/- p.m. and interchange with clerks after attaining the age of 40 to 45.

(iii) The reasons given by the S.E., D.I.C. for not being in favour of a separate typists' cadre are reproduced below:-

(i) If a separate cadre is sanctioned the present spirit of harmony and co-operation in work will vanish.

.../..2.

(2) The work of typing is generally entrusted to a clerk in the lower grade and after working there for a few years he gets himself in touch with all routine work of office and thus he is found more suitable for work on other tables. If the cadre is separated, this interchange will not be possible.

(3) If the clerk is to remain typist till his retirement he will not be able to maintain the same speed in his advanced age which will affect the efficiency aimed at.

The S.E., D.I.C. is of opinion that a typing allce. of Rs.15 and Rs.10/- may be granted to clerks for speed limits of 50 and 40 words respectively.

(iv) The Dir., D.D.Chawls and the El.Engr. have proposed a Bombay scale of Rs.95-5-140-E.B-6-200.

(v) In view of the general agreement of the local officers it appears that a pay scale of Rs.60-4--100-E.B.-6-160-5-180 (Mofussil) proposed will meet the requirements of the case. As reg: the objection raised by the S.E., N.C. and the S.E., D.I.C. it may be ruled that if a typist after attaining the age of 40-45 is unable to stand the pressure of typing work and is desirous of entering clerical grade, he may be allowed to do so but he should not be allowed the same pay he is in recipt of as typist. His pay as a clerk should be fixed with ref. to the pay to which he would be entitled had he been recruited to the clerical grade from the beginning of his service. The suggestion made by the Dir., D.D.Chawls and the El.Engr. for Bombay scale may not be accepted as it would be difficult to effect transfers from mofussil to Bombay and vice-versa.

../....3.

3. Speed limit:-

There is a general agreement in the proposed speed limit viz. minimum speed limit of 40 words per minute in the case of typists in the scale of Rs.60-4-100-E.B.-6-160-5-180 and 25 words per minute for a typist in the scale of Rs.46-3-85-4-105 plus typing allce. of Rs.10/- p.m. The S.E., E.C. has proposed speed limits of 30 and 30 words respectively The S.E.C.C. has proposed speed limit of 30 words for the third post and a scale of pay of Rs.56-3-95-Eb.- 4-115. While the P.H.E. has proposed a scale of pay of Rs.46-3-61-4-105 for the third post. In view of the general agreement the original proposal of minimum speed limit of 40 words per minute in the case of the first two posts and of 25 words for the third post may be finally accepted.

4. <u>The incumbants of the posts should be transferable from Circle Office to Dnl. officers and vice versa.</u> there is a general agreement in the proposal. This may be agreed to.

5. <u>Typists should not be transferred to clerical posts.</u>

All the officers except the S.E., N.C. and the S.E., D.I.C. agree to the proposal.

(The Dir., D.D. Chawla and the P.H.E. have made no remarks on this point.

Please see in this con. para 2 (v) above. If the suggestion made therein is accepted the purpose will be served.

6. The S.E., C.C. has also suggested that one shorthand allce. at the sanctioned rate may be sanctione for each Dnl. office in his Circle as has been done for the Dnl. offices in the D.I.C. There are at present 3 Dnl/.officers in the C.C. The proposal would involve an av.addl. expdtr. of about Rs.1,800/- per annum

No. I very much doubt if the Ers.in D/C are using their shorthand typists clerk. This should not be allowed anylonger to other Ers.

52

per annum. (assuming an av. rate of Rs.30/- p.m. per head). This will have repurcussions on other Circles also. Please see S.E., D.I.C.'s letter No. 3612, dated the 2-5-47. the reasons for which the Dnl. officers in the D.I.C. were allowed shorthand alice. are equally applicable in the case of the Dnl. offices in C.C. the S.E., C.C.'s proposal may, therefore, be negatived.

I am not sure the present Ers. in C.C. can dictate to their stenographers if one was sanctioned.

7. The P.H.E. to Govt. and the S.E.,S.C. have represented that on the analogy of the orders issued in G.R.No.9493/36, dated the 29-9-48, the scale for a typist a post may be Rs.92-8-140. The scale of Rs.92-8-140 was sanctioned in view of the non-availability of good typists. Please see in this con. the foll wing proceedings:-

(i) Para 2 (ii) of the F.D.office note, dt.the 31-8-1948;

(ii) Para 2(i) of the P.W.D. office note, dt.the 18-9-1948.

The S.E., B.C. has stated that the scales for all typists may be identical. The suggestion is sound in principle and may be adopted. In the case under disposal whatever scales will be adopted for the typists' cadre will be made applicable to all typists on mofussil scale.

8. There are at present 10 Circle Offices (including the P.H.E. & El.Engr. to Govt.) and 44 Dnl. offices in the normal P.W.D. The proposal is to convert the existing ~~xx~~ two posts in the scale of Rs.46-3-85-E.B.-4-105 into the scale of Rs.60-4-100-E.B.- 6-160-5.180 and to grant typing alice. of Rs.10/- to each typist in the scale of Rs.46-3-85-E.B.-4-105. The extra annual av. cost of the proposal will be Rs.39,000/-; approximately.

9. These papers will be refd. u.o. to the F.D. on receipt of orders.

Id. 25/11/48.

../...All

All business firms have separate typists and I do not see why a similar system cannot be introduced in the B.W.D. This can certainly be done.

There should be two scales of pay 60-4-100-Rb.-6-160-5-180 and the other 45-3-63-4-105. The typing speed being 40 and over for the former and 30 for the latter.

There should be a non-manual scale only.

Ic.

15/12/48.

U.S. to F.D. dated 17-12-48.

CKK.

Finance Department (E)

Submitted with reference to U.S.'s note dated 18-5-1947. The P.W.D. has suggested a revised scale for typists and has forwarded the information regarding the extra cost on the basis of the revised scale. The proposal as stated in the concluding portion of that Deptt. note is to convert the six existing two posts in the scale of Rs.46-3-85-4-105 into those in the scale of Rs.60-4-100-E.b.-6-160-5-180 and to grant a typing allowance of Rs.10/- to one more typist in the scale of Rs.46-3-85-4-105 in each of the Circle and Divisional Offices. The extra cost involved in the proposal is stated to be Rs.39,000 p.m.

2. This case has been noted upon extensively in the past both in the F.D. as well as in the P.W.D and all the pros and cons of the proposal have been at length discussed. The P.W.D. has based its proposal viz. to form a separate cadre of typists, mainly on the ground that the existing arrangement is very unsatisfactory from the point of view of efficiency, since by the time a tyist is trained and gets some experience he gains in seniority and is transferred to clerical establishment, with the result that the Deptt. has to carry on with unexperienced typists. The F.D. has, on the other hand, consistently opposed the proposal in principle on the grounds that it is disadvantageous to typists themselves because of its eliminating the chances of promotions to higher posts and thus adversely affecting the recruitment, that the much alleged difficulty in getting good typists is only a temporary feature, that the system of joint cadre has worked quite satisfactorily in ly offices like the A.G.s that it is contrary the principle enunciated by the A.R.C. who has ommended the formation of joint cadres where

.../..separate

separate cadres at present exist and above all that with the inevitable repercussions involved it is going to cost a very large amount of money.

To these arguments which have been advanced against the proposal F.D. may further add those advanced by S.E. D.I.C. in his letter on page 93 ante.

3. Subject to orders on whether or not the proposal is to be accepted in principle, the following further remarks are offered:

(i) The proposal as contained in D.S., P.W.D.'s note dated 28-7-1947 as also the proposal embodied in the P.W.D. letter on pages 65-66 ante was to convert one post in each of the two grades (viz. Rs.46-105 and Rs.92-140) into those of typists in the scale proposed by that Deptt. and to give a typing allowance of Rs.10 to a third typist in the scale of Rs.46-105. The proposal as now made by that Deptt. is however to convert two posts in the scale of Rs.46-105 into those in the scale suggested by that Deptt. and to grant a typing allowance of Rs.10 to the third in the scale of Rs.46-105. In other words in its revised proposal the P.W.D. does not propose to convert any higher grade posts into those of typists, but that Deptt. has not given any reasons as to why this change in the original proposal is necessary. As will be seen from the details of the staff As sanctioned in connection with the formation of a new Circle (vide G.R., P.W.D. No.9493/36 dated 29th September 1948), the posts of typists so far as Circle and Divisional Offices are concerned, are sanctioned in the higher grade of Rs.92-8-140. It will be these posts that will have to be converted into those carrying the scale to be prescribed for the typists, in case the proposal is accepted. The F.D. may therefore suggest that if the proposal is accepted in principle all the posts in the higher grade earmarked for typing work should be converted into those of typists.

.../...(ii)

(ii) From the P.W.D. G.R. of 29th September 1948 referred to above it appears that there are only two posts of typists in each Circle office as well as in Divisional office. It is therefore not clear why under the proposed arrangement three posts of typists in each Circle as well as in Divisional Office are proposed. There is no justification in reserving 3 posts for the typing work for which there are at present only two posts. The P.W.D. may be requested to consider this point further.

(iii) It is not clear why a typing allowance of Rs.10 p.m. is proposed for the third typist. The speed of 25 words which is proposed to be prescribed in his case will not make much difference between him and an "unexperienced" typist. In other Deptts. there are typists with much higher speed and yet in the lowest clerical grade without any such allowance. Even if, therefore, the P.W.D. proposal is to be accepted in principle and even if a third post in the grade of Rs.46-105 is to be provided for each office, F.D. may advise that the typing allowance as is proposed on these papers is not necessary.

(iv) The scale proposed by the P.W.D. does not seem to be suitable enough. F.D. may suggest a slightly modified 20 years scale of Rs.60-4-100-E.B.-6-160.

4. If the proposal of the P.W.D. is to be agreed to, that Deptt. may be requested to put it up as a new item of expenditure for 1950-51 budget.

Id.
22/1/49.

Id.
26/1/49.

5. The expenditure involved in the P.W.D. proposal regarding "formation of a separate cadre for typists", is now estimated at Rs.39,000 p.a. (recurring). Since it exceeds Rs.5000/- p.a., it will have to be treated

.../...as new

as new item of expenditure for 1950-51 budget. however, the P.W.D. considers that the proposal is of an urgent nature, and is to be sanctioned either during the current or next financial year, it will be necessary to anticipate L.A's approval before authorising the expdre. As this involves supplementary demand , the papers will have to be put up to the E.P.C. for "scrutiny of expenditure, and for applying the test of priority to this proposal. Before the papers are submitted to the E.P.C. for orders the p.w.d. may be requested to consider and clarify the various points raised in para 3 of this Dept. note above.

Id. 12/2/49.

Creation of a seperate cadre of typists in the P.W.D on a higher pay-scale will have repercussions in other Deptts. The different scales of pay for clerks in the P.W.D. are :-

(i) 220-10-300

(ii) 150-10-200

(iii) 140-10-190

(iv) 100-8-140-10-150

(v) 92-8-140

(vi) 46-3-85-4-105.

Typists are at present interchangeable with clerks ... a higher scale for typist of 60-160 in a seperate cadre will mean that the typists will lose chances of promotion to grades (i) to (iii) above. Since however the P.W.D. feels the necessity of a separate cadre of typists, F.D. may perhaps agree to the proposal.

2. There may be two scales viz. (i) 46-3-85-E.B.-4-105, and (ii) 60-4-100-E.B.-6-160. There may be one typist on the higher scale in each office and the rest may be on the lower scale. The P.W.D. may fix the number of posts of

../..typists

typists and a corresponding number of posts of clerks may converted into those of typists, subject to the remarks at "A" and "B" in the foregoing F.D. office note. When two scales are prescribed for typists and they are placed in a separate cadre, there is no justification for a special pay of Rs.10 p.m. to typists on the lower scale.

Id.

4/3/.

P.W.D. may consider the various points raised in the O.N. It may also give details of the calculation of cost and the estimated cost on the basis suggested at 'a' on p.141.

Id.

5/3.

At that stage is the distance of the A.E.C.'s recommendation mentioned in para 2. on p.140?

Id.
13/3.

F.D.

Resubmitted.

2. The extract of the minutes recorded in connection with the Cabinet decision on the A.E.C.'s recommendation (para 143 of the Report) reads as follows:-

"The recommendations were accepted in principle, but it was felt that until adequate recruitment was made clerks knowing typing it was not possible to give effect to the recommendation."

It is understood that orders in this connection are yet to be issued from the P.& S.I.

Id.

183/

..../..

In view of A.E.C.'s recommendations for the Secretariat -- which, in principle, also applies to the offices-- P.W.D. may be requested to reconsider.

If it should pursue ~~the proposal~~ to be opposed, reasons may be ~~permitted~~ furnished, as also the details referred to by D.S. overleaf.

Id.

16/3/

u.o.r. to P.W.D. dated 17-3.49.

CKK

7640/36/18913.

E.B.(II).

Submitted.

2. In view of the A.E.C.'s recommendation as at portion marked 'A' on P.144 ante, the Secy. F.D. has proposed to reconsider the original proposal itself regarding separate cadre for typists in the P.W.D. offices (except PWD Sectt.) made by this Deptt.

3. Attention is invited to para 143 of the A.E.C.'s Report 1948. The intention was to narrow down the invidious distinction made between general duty clerks and typists which debarred the letter from promotion to the upper division; although they were in possession of additional qualification of knowing typing. Preferentially, therefore, it was necessary for clerks also to know typing so as to keep equity between the typists clerks and general duty clerks. However, it was clear that such clerks with additional qualification would not be available in near future. The proposal has, therefore, been postponed though agreed to in principle.

4. The case made out by this Deptt. was entirely different. Formation of cadre rather than separate cadre was what it aimed at and that too in view of onerous duties of the typists, the handicap to which they are put by barring them from promotion and also in view of general improvement in their standard by way of inducement.

5. Formation of cadre for typists is, therefore a sheer necessity. Not only that but the reason given by the Secy. F.D. (which suggests total dropping down of this idea) itself strengthens further need of it. Reputation (although agreed in principle) of the A.E.C.'s recommendation has deprived typists

.../... somewhat of any

of xxx any some such relief which the acceptance of it would have given them.

6. It is therefore for consideration whether this Deptt. may press the question further. Full note in respect of several points raised in the F.D. office note dated 22.1.49, the U.Secy. F.D.'s note dated the 4th Mar. 49 and the Secy. F.D.'s note thereunder will be put up immediately on receipt of orders.

Id.
13.4.49.
Id. 13.4.49.

In my opinion this Deptt. may press the question further.

Id.
15/4/49.

Id.
16/4/49.

CKK.

7640/36
18913

E.B.(II). F.E.D.

Resubmitted.

2. The points raised by the F.D. in its note at pp. 139-144 ante are dealt with seriatim in the following paras.

3. Para.2 of the F.D. note.- F.D. has again stressed its objection viz. that it is disadvantageous to typists themselves to get transferred to the clerical post in which case they will be eliminating the chances of promotions to higher posts.

The age limit at which the typists, if they are unable to stand the pressure of typing work and are desirous of entering clerical grade is fixed at 40-45. It was also proposed that the pays of such typists who are desirous of coming to the clerical scale and have aptitude for that work may be allowed to change over to the clerical grade and the pays of the typists so transferred may be fixed with ref. to the pay to which they would be entitled had they been recurited to the clerical grade from the beginning of their servo - vide para. 2(v) of the O.M. dated 25.11.48. This gives the typists the chances to go the highest ~~xxxx~~ ladder of the clerical grade.

4. Para. 3 ibid.- The change in the original proposal has not been made now. It was already stated on the ~~xxx~~ basis of reports from the local officers that 3 posts are necy. in each Circle and Divnl. office. Of late there is considerable increase in work both in Divnl. and Circle offices. This has resulted in corresponding increase in typing work also. The three posts of typists for each Dnl. and Circle office

.../...are

are the minimum necessity and as the proposal is only to convert and not to create the corresponding clerks' posts into typists' posts there is not extra expenditure in creation of the posts.

5. The local officers have already reported that clerks who work as typists are generally recruited in the lowest clerical scale, viz. Rs.46-3-85-4-105, while the upper scales viz. Rs.92-8-140 etc. are meant for ~~xxxxxx~~experienced clerks shouldering higher responsibilities. As the point at issue is to form a typists' cadre out of the existing clerks' cadre, it is but equitable that the posts in lowest clerical scale should be converted into typists' posts. Of course, in doing so the posts for typists which have been recently sanctioned in the scale of Rs.92-8-140 will also be pooled together to form a typists' cadre. This answers the portion sidelined 'A' of the F.D. office note at p.141.

6. Typing allnce. in addn. to grade pay.- In deference to the F.D.'s wishes, this Deptt. may not press for typing allnce. provided that F.D. accepts that all the typists may be recruited in one scale viz. Rs.60-4-100-E.B.-6-160-5-180 with the restriction that the minimum speed limit may be 35 - 40 words per minute.

7. The F.D. has suggested a time scale of Rs.60-4-100-E.B.-6-160 for the typists. This is a scale for 20 years. A normal time-scale spreads over 25 years and more unless there are other scales to which a subdte. can aspire to be promoted and in shortening the range of the scale of person will be stranded for nearly 10 years at the maximum of the scale. This does not appear to be conductive to efficiency and seems undesirable. The scale proposed by this Deptt. is a 24 years scale and is suitable.

8. The papers may again be refd. u.o. to the F.D.

Id.
~~20~~4/49

Id. 9
20/4/49

FINANCE DEPARTMENT. (B)

Submitted with reference to this Deptt. notes on pages 139-144 and Secy.'s note dated 16-3-1949.

2. While the P.W.D. desires to press for its proposal further the reasons given by that Deptt. especially its arguments to reconcile its proposal with the A.E.C.'s recommendations do not seem quite convincing. While the A.E.C.'s recommendation for Secretariat typists which has been accepted by Govt. in principle aims at removing the grievance of typists who are at present debarred from promotion to higher grade, the proposal made by the P.W.D. runs counter to the spirit in which the A.E.C. has made its recommendation in that it will eliminate the chances of the typists for promotions. Surely, there is no meaning in making one rule for one office and a different for another while conditions prevailing in both the offices are similar.

A.E.C's recommendation was meant for Secr. typists. If P.W.D. as a result of its experience wants to form a separate cadre of typists in Divl. and Circle offices, and F.D. secd. not object.

Id. 1/6.

3. Subject of orders on whether or not the proposal is to be accepted in principle, the following remarks are offered on paras 4, 5 and 7 of the P.W.D. note dated 19-4-1949.

Paras 4 and 5 of the P.W.D. note: In para 3 (i) of the office note dated 1222-1949 this Deptt. had suggested that even if the proposal is to be accepted in principle, all the posts in the higher grade earmarked for typing work should be converted into those of typists. The P.W.D. however seeks to justify its proposal by saying that though the posts of typists are sanctioned in the higher grade of Rs. 92-8-140, the clerks who work as typists are generally recruited in the lowest clerical scale of Rs. 46-3-85-4-105 and the higher grade posts are utilized for other clerical xx work. This suggestion of the P.W.D., it is however

..../...respectfully

respectfully submitted, is ~~xxxxx~~ inconsistent with the stand taken by that Deptt. elsewhere. Office recollects, (and also vide 'A' on p.138) on other papers when this Deptt. had objected to the grant of higher scale of pay to typists, the P.W.D. had contended that ~~it's difficult to get typists on lower scale~~ of it is difficult to get typists on lower scale of pay. If, therefore, as stated by the P.W.D., the local officers are really recruting typists in lowest clerical grade, though Govt. specifically sanctioned posts of typists in the higher grade of Rs.92-8-140 it is for consideration whether all the posts of typists sanctioned in the higher grade of Rs.92-8-140 should not be converted into these in the lower grade posts in the pay scale of Rs.46-3-55-4-105. So far as Govt. orders are concerned, posts of typists are sanctioned in the higher scale of Rs.92-8-140 and it would only be reasonable to convert all such higher grade posts into the proposed typists cadre posts if such a cadre comes into being. F.D. may adhere to its suggestion on this point.

I agree

ld.
1/6/

This Deptt. had also pointed out that there is no justification in reserving 3 posts for thay typing work for which Govt. consider only 2 posts sufficient. The P.W.D. has however stated that of late there is considerable increase in the work both in the divisional and Circle offices and that it is necy.to have three posts for each divisional and circle offices. That Deptt further contents that even if three posts are reserved for typing work there is going to be no extra expdre. to Govt.since the proposal is only to convert the existing posts. This latter contention of the P.W.D. does not seem wholly correct since though for the present the proposal

.../...is only

is only to convert the existing posts, it is tantamount to blocking one post in each office which is at present available for clerical work and this may lead to a demand for increase in the number of clerical posts. The proposal in these pp. is only to convert the existing posts of typists sanctioned by Govt. specifically for the typing work and since they are only two in each office there is no reason to block more posts than what are sanctioned by Govt. If any of the local officers want more posts than two for any particular reasons it is open for them to make out a case and get them sanctioned. But as a general principle F.D. need not accept the proposal to ear-mark 3 posts for typing work.

Id. 1/6

Para 7 of the P.W.D. note:- There will be two scales in the proposed cadre of typists, one ordinary clerical scale and the other a higher scale. The higher scale will therefore be like a selection grade and it will be some years before a typist in the lower grade is promoted to the higher grade. The higher ~~grade is promoted to the~~ scale to be prescribed therefore need not be a 25 years scale as contended by the P.W.D. The 20 years scale of Rs.60-4-100--E.B.-6-160 suggested by this Deptt. will be adequate and may be adhered to.

Id. 1/6

4. To sum up, theproposal of the P.W.D is against the principles enunciated by AEG if however the same is to be accepted in principle it will have to be modified as suggested in para 2 of U.S.'s note dated 4-3-1949. on p.143 ante.

but subject to the modification that-wo posts of typists should be converted to the scale of 60-160. Id. 1/6

5. The P.W.D. has not furnished the details or the calculation of the cost and the estiamted cost referred to by D.S. in his note dated 5-3-49.

.../...If,

~~If therefore the proposal is to be accepted in principle the P.W.D. may be requested to furnish the details.~~

If therefore the proposal is to be accepted in principle the P.W.D. may be requested to furnish the details.

Para 6 of the P.W.D. Note. F.D. may insist that the minimum speed for hihger scale should be 40 words per minute.

2. The P.W.D. may be ~~register~~ requested to reconsider its proposals in the light of observations made above and to modify them accordingly.

3. It may also reassess the cost of the proposals as modified above., and furnish details of the cost so worked and for being checked.in F.D.

4. Presumably P.W.D. will have no objection to put the proposal as a new item for 1950-51 budget. It may please confirm the presumption.

Id.

1/6.

DS(B) A suitable scale will be 60-4-120-E.B--5-170. which is a sanctioned scale.

Id.
1/6

I am inclined to agree with para 2 of the office note that arguments given by the P.W.D. to reconcile the proposal on these papers for the formation of a separate cadre of typists with A.E.C.'s recommendation are not quite valid. Though A.E.C.'s recommendation pertains mainly to the Secretariat departments it emphasis two points: (i) that with a separate cadre of typists there are not sufficient prospects for senior typists and that therefore there is a demand from the typists to get the benefits of promotion to which clerks are eligible and (ii) that with sufficient experience the typists should be able to undertake the same responsibility as Senior or Upper division clerks.

.../..For these

For these reasons the A.R.C. had recommended the abolition of the hard and fast distinction between the typists' cadre and the clerical cadre and had suggested their amalgamation. Therefore the suggestion of the P.W.D. to create a separate cadre for typists in that department when at present there is a joint cadre is surely a move in the wrong direction. I think P.W.D. should again carefully re-examine the implications of the proposal.

2. It has already been admitted on those papers that after the age of 40 or 45 a number of typists are unable to stand the strain of typing work because of their age and therefore wish to be absorbed in the clerical line. In order to meet this suggestion P.W.D. has suggested at "X", p.140 ante that those of them who have actually been allowed to change over to the clerical grade should have their pays fixed with reference to the pay to which they would be entitled had they been recruited to the clerical grade from the beginning of their service is surely contrary to the very basis of the proposal which purports to create an entirely separate cadre of typis and which aims at giving them more liberal pay-scales than what they would have been ordinarily entitled to. Further it is doubtful whether a person who has done only typing work for a major part of his service would be able to perform efficiently duties of a senior subordinate in a clerical grade. In fact it is because of this very reason that persons in typist's grade in the Secretariat

.../...are not

are not promoted to upper division at present for they do not possess the requisite basic experience of a junior clerk. Therefore if it is intended that typists should at a later stage be transferred to a senior clerical grade then they should acquire clerical experience in the early stage of their service and this again emphasises the argument in favour of A.E.C.'s recommendation. If a separate typists cadre is to be formed, it seems to me, that the transfer of typists to clerical grade at a later stage of their career should not be contemplated.

3. It is not clear the P.W.D. alone experiences this difficulty as the case of that department is not different from that of typists in any other department such as the Revenue or the Polic departments. If the proposal to have a separate cadre of typists for the P.W.D. is to be accepted it is not unlikely that we may have to agree to similar proposals from other departments; and therefore the question if it is to be pursued should be considered as a general one for all the non-Secretariat departments in the districts . In ths circumstances I suggest that if the P.W.D., even after reconsidering the question, still wishes to pursue the proposal it may show the papers to the P.&.S.D. which is dealing with the reorganisation specially in the light of A.E.C.'s recommendations.

Id.

1/8/49.

u.o.r. to P.W.D. dated 2.8.1949.

CKK.

7640/51394

E.B.(II) P.W.D.

This case relates to the formation of cadre of typists and fixation of their pay scales.

2. In G.L.No.7175/36-E(II), dated 6-8-1945, the local officers under the P.W.D. were requested to offer their views on the formation of a separate cadre for typists and to suggest suitable pay scale etc. The local officers have unanimously agreed for a separate cadre for typists and had made certain suggestions in that connection in regard to pay-scales etc. Attention is invited to the notes.

At pp.21 and 45-46 ante These clearly indicate the necessity for a separate cadre of typists. In G.L.No.7640/33-E(II), dated the 9th June 1948, the question was again raised and the local officers were consulted with regard to the formation of a separate cadre for typists and fixation of pay-scales, etc. They are unanimously of the opinion that a separate cadre for typists is necessary. Please see in this con. notes at pp.135-138 and 149 etseq.

3. The Secy. F.D. in his note, dated the 1-8-49, vide pps. 154-155 ante , has raised an important issue whether a separate cadre for typists is at all necessary. The other points in con. with the scale etc. have also been discussed. But unless a final decision is taken in regard to the question of whether it is necessary or not to have a separate cadre for typists under this deptt. it seems desirable to postpone other issues for the present.

...../...3.

3. These papers are, therefore, submitted for orders whether this Deptt. may hold its view that it is necessary to have a separate cadre for typists; or whether in view of the Secy., F.D.'s note, the question of formation of a separate cadre for typists may be altogether dropped. In the latter case it will not be necessary to pursue the other points in regard to the fixation of payscales etc.

Id.

36/8/49.

This Deptt. may still stick to its view abpt the necessity of forming a seaparate cadre for the typists. A.E.C.'s recommendations in this connection are with reference to the typists in the Sectt. They need not be made applicable to the Divisional Offices as the conditions differ.

The papers may be shown to the P.&.S.D. as advised by the Secy. F.D. in the concluding portion of his note dated the 1/8/49 on pp.156 ante.

Id

26/8/49.

Id.

26/8/49.

u.o. to P.&S.D. dated [illegible]

CKK

Political and Services Department.

"D" Branch.

These papers deal with the question of formation ofa separate cadre of typists in the P.W.D. Offices. The clerical and typists' cadres are combined at present but P.W.D. is keen on splitting them up. F.D. however, is not inclined to accept the P.W.D. proposal and has for the reasons stated in its Secretary's (Mr. Mathrani's) note date the 1/8/49 suggested that the papers should be referred to P .& S.D.

The question regarding the formation of a separate cadre of typis for P.W.D. offices is pending since 1945. The question was taken up by P.W.D. with F.D. more than once sinesbut each time F .D. did not accept it.

The reasons given by Secy.F.D.(Mr.Mathrani) vide his note dated the 1/8/49 for not accepting the P.W.D. proposal are very cogent. The Sectt. Deptts have a separate cadre of typists and so long as that was the accepted principle the proposal to have a separate cadre for typists would have been acceptable to P.& S.D. In fact this Department would have supported the proposal . But in view of the A.E.C's recommendation for amalgamating the two cadres, which Government has accepted, P.&S.D. can do it no longer. Though the A.E.C's recommendation is confined only to the Sectt., the principle underlying it applies equally to all Departments. In the face of this recommendation which Government has accepted the P.W.D. proposal to split up the

../..joint

Id.
21/9/

and joint cadre would appear retrogade.

The amalgamation of the Scott cadres has been u.o.r. to P.W.D. dated 26/9/49.
held up for administrative reasons and
E.B. efforts are being made to over come these
administrative difficulties. The P.W.D. which
basis joint cadre, should not, therefore, be
allowed to split it up. If that Department, feels
that the present arrangements have resulted in in- 30/9/49.
efficiency then, there seems to be no other alternative.
other direction for improving the efficiency
by retaining the joint cadre. e.g., by giving Id. 30/9/49.
spl. pay to persons doing the work. P.& S.D.
may recommend this course.

Id.
20/9/49.

proposed above.

Id.
20/9/49.

Id.
21/9/

u.o.r. to P.W.D. dated 26/9

E.B.(II). P.W.D.

In view of the foregoing P.& S.D. note, it is for orders whether the proposal may be dropped for the present.

Id.
30/9/49.

Yes, there seems to be no other alternative.

Id.
30/9/49.

Id.
2/10/49.

71

LETTER.

No.7640/36-E(II). Public Works Department,
Bombay Castel, 7th October '49

To

The Electrical Commissioner with the
Government of Bombay.
The Superintending Engineers of Circles.
The Electrical Engineer to Government.
The Public Health Engineer to Government.
The Director, Development Department Chawls.

Subject:- Revised pay-scales for typists and formation of a cadre.

Reference: Government Letter No.7640/36-E(II), dated the 9th June 1948.

2. The question of formation of a separate cadre for typists and further revision of scale thereof has been dropped for the present.

By order of the Governor of Bombay,

Id.

11/10/49.

(K.V.JOGLEKAR),
Deputy Secretary to the Government of Bombay,
Public Works Department.

D-A:- Nil.

Issued.

12/10/

CKK.